

Professional and Managerial Branch
General Administration Group
Administration Series

MUNICIPAL CLERK

07/02 (REB)

Summary

Under administrative direction, plan, direct and coordinates the activities and personnel involved in municipal court operations and City Council administrative support.

Typical Duties

Plan, organize, control and provide overall direction of municipal court staff, revenue collection and administrative operations. Involves: Strategic planning, developing and reviewing policies and procedures, advise City management regarding judicial and due process issues, establishing work priorities, monitoring work progress, reviewing funding requests, developing and monitoring departmental operating and capital improvement budgets, and approving purchases and expenditures. Oversee management of the automated case processing program encompassing case filing, disposition and fine collection. Respond to and resolve sensitive and complex inquiries and complaints including requests of the Presiding Judge, elected or appointed officials for information or clarification.

Coordinate, prepare, review, finalize and distribute City Council Meeting Agendas. Involves: Prepare agendas, review pertinent documents such as motions, ordinances, resolutions, prior meeting minutes, and attesting documents signed by the Mayor. Attend and coordinate meetings. Assure that final documents are accurately filed, archived and maintained within the office in accordance with State Library and Archives Commission directives. Provide related support to other specialized boards, as required.

Conduct Municipal general and special elections, and Pension Board of Directors elections. Involves: Coordinate efforts, during municipal elections, with involved parties, which include the City Attorney, State and County election officials. Confirm signatures on a variety of petitions and documents. Ensure Pension Board elections are pursuant to El Paso Municipal Code.

Review and evaluate service delivery methods and systems including administrative, financial control and automated systems and internal relationships. Involves: Identify opportunities for service improvement and recommend improvement to systems and standard operating procedures to enhance operations and efficiency. Plan, organize and control records retention and program management including overseeing physical records management and the authorized release of public records, facilities maintenance and security. Utilize reliable research and technical data in making staff presentations to City management. Represent the City at various meetings and conferences and interact with a wide range of officials, attorneys, regulatory agencies, other department directors, employees and the public. Attend staff, task force and special meetings as part of City management team. Assist staff and the public upon request regarding retrieval of pertinent records and files. Assure all documents are accurately filed and document-tracking information is entered into computer databases. Oversee responses to requests for open records.

Provide administrative direction and supervise professional and support staff. Involves: Assign, schedule, guide and monitor work. Appraise employee performance and review subordinates' appraisals. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. As an appointing authority, interview applicants and oversee hiring, termination, transfers, discipline, merit pay or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Perform other administrative and managerial duties as required.

Knowledge, Abilities and Skills

- Comprehensive knowledge of municipal court and council procedures.
- Comprehensive knowledge of the principles and methods of office management, including records retention regulations.
- Considerable knowledge of information management systems and their application to record management and report generation.
- Considerable knowledge of supervisory and customer relations techniques.

- Good knowledge of state and local ordinances as they pertain to criminal procedures and public information requests.
- Some knowledge of City ordinances, City Charter and the Texas penal Code.
- Ability to analyze and interpret oral, written, mathematical, technical data to identify and solve operational or technical problems of considerable difficulty.
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with fellow employees, officials, judges, and the general public.

Other Job Characteristics

- Regular public appearances at City Council meetings.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in business or public administration, liberal arts or related field and six (6) years of professional administrative experience in a governmental organization, including three (3) years experience supervising a division or section.

Licenses and Certificates: None.

Human Resources Director

Department Head